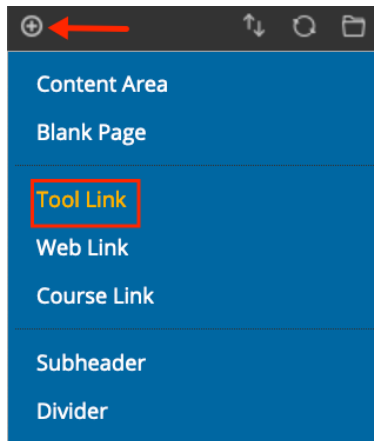# ADD MENU TOOLS

In ulearn, you can add commonly used tools such as discussion forums, blogs, journals, wikis, or journals to your course menu for easy access.
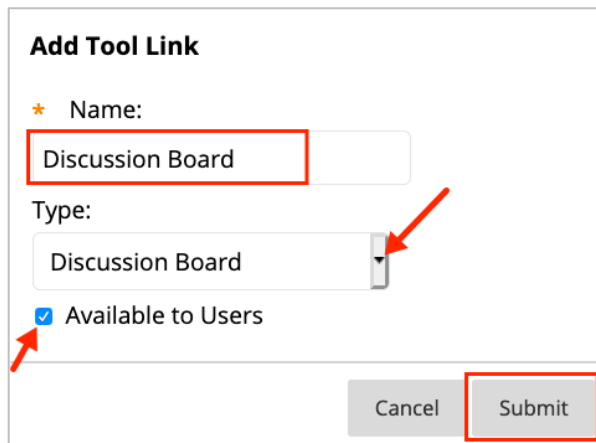
Instructions

1. At the very top of the course menu on the left side of the screen, hover over the **+** sign to display a menu of options. Select **Tool Link**. The Add Tool Link box appears.
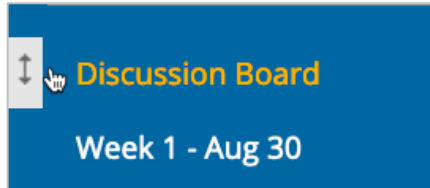

2. In the **Add Tool Link** box, enter a **Name** for the link (which may or may not be the name of the tool, depending on your purpose for using the tool). In the **Type** field, select the tool you want to link to from the **drop-down** menu. If you want the tool link to be visible to students on the course menu, click the **Available to Users** box. Click **Submit.**

   For example, if adding a link to the Discussion Board area, you would provide a name for it and from the Type menu select Discussion Board.

ADD MENU TOOLS

3. The tool you selected will be added to the bottom of the course menu. Click on the double-ended arrows to the left of the menu item and drag it to the desired location in the menu.

4. Repeat for any additional tools you wish to link on the left menu (Common tools include Blogs, Calendar, Journals, Groups, LibApps, Zoom and MyGrades (if missing from menu for students).